

## TRAVISCOUNTY

### PURCHASING OFFICE

#### Our Vision

To be a premier purchasing office that is a cornerstone for Travis County's growth and prosperity.

#### Our Mission

To support the needs of County departments to improve the quality of life for Travis County taxpayers.

#### Values & Guiding Principles

- Professionalism
- Innovation
- Equity

#### Contact Us

Travis County Purchasing Office  
700 Lavaca, Suite 800  
Austin, Texas 78701  
512-854-9700  
hubstaff@traviscountytx.gov

#### Follow/Like Us on Social Media



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## HUB FACTS

Historically Underutilized Business

-What You Need To Know-



TRAVISCOUNTY  
**HUB**  
PROGRAM



## Certifications

Travis County does not certify HUB vendors. However, we recognize certifications from the following four agencies.



## HUB Search Databases

You can search for vendors either by company name or by a specific product/commodity codes or by a general description. Our staff has developed instruction videos to help guide you through this process.

Videos on how to search certification databases at the link below.

<https://www.traviscountytexas.gov/purchasing/hub-search-databases>



## Registration

### How to Do Business with Travis County?

The Travis County Purchasing Office recommends all vendors to register for FREE to BidSync; a third-party procurement and bid notification system, in order to stay apprised of County solicitations and participate in Travis County's procurement processes.

For BidSync account support, email questions to [vendorsupport@bidsync.com](mailto:vendorsupport@bidsync.com) or call: 1-800-990-9339 Ext. 1.

## Travis County Advisor Apprentice Program (TCAAP)

Due to COVID19 TCAAP is on hold until further notice.

TCAAP is a one year program designed to help build effective working relationships between prime and subcontractor businesses. Goals for our program consist of:

- Development of business goals and objectives.
- Increase understanding and stability within current industry.
- Increase the Mentor's ability to identify potential businesses that may be used as subcontractors for future contracts and its good faith efforts to utilize HUB businesses.

If interested in applying email: [TCAAP@traviscountytexas.gov](mailto:TCAAP@traviscountytexas.gov)



## Good Faith Efforts

Travis County is committed to promoting full and equal business opportunities for HUBs on County projects. To advance this objective, **Respondents must demonstrate a GFE to include HUB participation on a project by fulfilling one of the following options:**

**Option A:** Respondent is certified as a HUB and self-performs all work for this project.

**Option B:** Respondent meets or exceeds the overall HUB goal by subcontracting to HUBs.

**Option C:** Respondent proposes only HUBs to fulfill all subcontracting opportunities identified in the Declaration and substantially meets the HUB goal (i.e., 50% or more of the HUB goal).

**Option D:** Respondent must provide written notice to 3 certified HUBs and all Community Partners and Plan Rooms at least 7 Working Days prior to the required submission date for all subcontracting opportunities identified. Respondent must include the scope of work, information about where to review plans and specifications, bonding and insurance requirements, required qualifications, and a point of contact in the notice. Respondent must submit required documentation evidencing compliance with the outreach requirements with their HUB Declaration.

Video on how to complete GFE at the link below  
<https://www.traviscountytexas.gov/purchasing/hub>